

11 July 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Acting Chief, FBIS

SUBJECT: Letter of Instruction - Part I

GENERAL

1. The following supplements to the Daily Report were issued during the month:

- a. 18 June -- "Text of Mao Tse-tung Speech: 'On the Correct Handling of Contradictions among the People.'"
- b. 27 June -- "Fourth Session of the CPR National People's Congress; Report by Premier Chou En-lai, delivered June 26, 1957."
- c. 27 June -- "World Radio and Press Reaction to United Nations Report on the Hungarian Revolt."

EDITORIAL

1. General

a. It is no longer necessary for bureaus to avoid inclusion of press service and press scrutiny briefs in the same message since a recent decision has eliminated the need to keep material from these two sources separated in the Daily Report.

b. Paragraph d of the 11 June Letter of Instruction was not intended to exclude nonpolitical copy as brief material but to tighten up selection and to transfer items such as those concerned with construction of local hospitals and rest homes and other similar low-priority material to the economic abstract file. Space shortages in the Daily Report, with the consequent drastic curtailment of pages, have resulted in the conversion of many briefs into economic briefs at headquarters rather than in the field, which now has primary responsibility. Wirefiling of material for [] should continue under the slug "[] Only" with selected items being typed as economic abstracts.

STAT
STAT

c. Message Number WA 739 of 11 June 1957 requested all bureaus to double space economic briefs of 10 lines or less and to single space items of 11 lines or more. The BBC, however, has requested that their copies of all briefs be double spaced regardless of length. Where it can be done, therefore, without any appreciable burden on typists or teletypists, it is requested that copies prepared for the BBC be double spaced. Because of printing plant requirements, nevertheless, it is necessary that the provisions of

- 2 -

WA 739 continue to apply to all stencils prepared for dispatch to Headquarters.

d. All economic briefs should be numbered in order as outlined in These serial numbers should also appear on copies of the briefs dispatched to the BBC.

STAT

e. In dispatching stencils, bureaus are cautioned to use cardboard packing -- not plywood or beaver board, as has been done in some instances -- in order to hold postage costs to a minimum.

2. West Coast and Okinawa Bureaus.

The West Coast Bureau is to be congratulated for its handling of the lengthy, important NCNA items concerning the National People's Congress transmitted during the latter part of the month. The rapid and accurate processing of the Mao Tse-tung speech made possible the publication of a Supplement to the Far East Daily Report on the same day the speech was released by Peking, with delivery to consumers the following morning. Okinawa and West Coast Bureaus are equally to be commended for their efficiency in the filing of Chou En-lai's June 26 report to the CPR National Congress despite reception difficulties that demanded rapid and thorough coordination between bureaus. This report was also published as a Supplement and delivered to consumers with a minimum delay.

STAT



11 July 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Acting Chief, FBIS
SUBJECT: Letter of Instruction - Part II

GENERAL

1. The following Radio Propaganda Reports were issued during June:

a. "Background of 'Contending Thoughts' Policy in Communist China."

b. "Sino-Soviet Propaganda to and about Indonesia," issued in response to a request from the Senior Research Staff and forwarded to O/NE in support of a forthcoming National Estimate.

c. "Unique Role for Rumania in Bloc-Yugoslav Relations," collating evidence of Rumanian cordiality toward Yugoslavia.

SUPPORT OF RADIO PROPAGANDA BRANCH

1. Austrian Bureau

a. It is requested that the general notation "processing" placed after items in newspaper tables of contents be replaced by more precise notations such as "texting," "excerpting," "summarizing," or "FYI sent."

ADMINISTRATION

1. The descriptive standardizing lists of duties by personnel category contained in [redacted] are not necessarily fully applicable to all bureaus. In preparing Fitness Reports, rating officials should choose only the suitable duties and, if necessary, compress the descriptions to fit into the spaces provided in the form.

STAT

2. Bureaus are advised that upon receipt of this Letter of Instruction, messages informing bureaus of travel order issuances will contain only the number, fiscal year, and date; e.g., Travel Order 15-58 issued 5 July for (employee) travel. The [redacted] symbols, however, will continue to be part of the official travel order and should be shown on all T/R's, GBL's, etc.

STAT

3. The Administrative Staff processed 345 requisitions and 149 travel orders during fiscal year 1957.

S-E-C-R-E-T

- 2 -

4. Central Processing advises that personnel entering or reentering Japan must now have visas. Personnel traveling from or through Japan on home leave should obtain the necessary visa/s before departure.

5. Bureaus should make every effort to supply photographs with the F. N. Applications for Employment as outlined in administrative memorandum dated 29 May 1957, subject, Summary of Employment Papers Required for non-American Personnel.

PERSONNEL CHANGES

1. Personnel Entering on Duty

Assignment

Teletype Opr.
Editorial Br.

Intelligence Asst.
Radio Propaganda Br.

50X1

2. Reassignments within FBIS

From

To

Teletype Opr. ECB	Teletype Opr. Sup. Tokyo Bur.
Electronic Tech. WCB	Electron Eng (Radio) Med. Bur.
Info Sp(ForBdcst) Editorial Br.	Info Sp(ForBdcst) Tokyo Bur.
Info Sp(ForBdcst) Med. Bur.	Info Sp(Forbdcst) Editorial Br.
Teletype Opr Sup. ECB	Teletype Opr. Editorial Br.

50X1

3. Transfers

From

Radio Opr.
WCB.

50X1

4. Separations

From

Info Sp (ForBdcst)
Editorial Br.

Librarian
Editorial Br.

Teletype Opr.
WCB

Teletype Opr.
Tokyo Bur.

50X1

50X1

S-E-C-R-E-T